

# Hawaii Tax Online Simple File Import Handbook for General Excise, Transient Accommodations, and Withholding Periodic Tax Returns



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## Introduction

Simple File Import (SFI) is a State of Hawaii Department of Taxation (DOTAX) accepted method to submit General Excise Tax returns (G-45 and G-49), Transient Accommodations Tax returns (TA-1 and TA-2) and Withholding Tax returns (HW-14) beginning with the 2020 tax year. The returns imported via Hawaii Tax Online (HTO) in an Excel file format is allowed a maximum of 100 returns to be submitted at one time. Payment is supported through HTO and Automated Clearing House (ACH) Credit method.

**This handbook provides step by step instructions for SFI only.** For Withholding Bulk File instructions (supports imports of more than 100 returns), see *Publication EF-9* at <https://tax.hawaii.gov/eservices/bulk/>.

## Contact Information

For general information and inquiries relating to submitting returns through SFI, contact us at **808-587-4242** or [taxpayer.services@hawaii.gov](mailto:taxpayer.services@hawaii.gov).

For technical information, email Electronic Processing at [tax.efile@hawaii.gov](mailto:tax.efile@hawaii.gov).

Our contact hours are Monday through Friday 7:45 a.m. to 4:00 p.m. Hawaii Standard Time (HST). Our office is closed on weekends and all Hawaii State holidays. Holidays which fall on Saturdays are observed on the preceding Friday; holidays which fall on Sundays are observed on the following Monday.

Hawaii State Holidays	
New Year's Day	The first day in January
Dr. Martin Luther King, Jr. Day	The third Monday in January
Presidents' Day	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day	The twenty-sixth day in March
Good Friday	The Friday preceding Easter Sunday
Memorial Day	The last Monday in May
King Kamehameha Day	The eleventh day in June
Independence Day	The fourth day in July
Statehood Day	The third Friday in August
Labor Day	The first Monday in September
General Election Day	The first Tuesday in Nov. following the first Monday of even numbered years
Veterans' Day	The eleventh day in November
Thanksgiving	The fourth Thursday in November
Christmas	The twenty-fifth day in December

## Registration

### New

- 1) Complete and submit Form EF-20, Hawaii Simple File Import (SFI) Reporting Agent Registration to [tax.efile@hawaii.gov](mailto:tax.efile@hawaii.gov) or:  
Hawaii Department of Taxation  
Electronic Processing  
P.O. Box 259  
Honolulu, HI 96809-0259
- 2) Electronic Processing will contact you once your registration has been processed.

### Amended

- 1) If you have changes or updates to your Form EF-20, submit an amended registration Form EF-20.

## Simple File Import Specifications

To complete the SFI process successfully, you must adhere to the following specifications for all tax types:

### General Specifications

- 1) Submitter is required to have an HTO logon.
- 2) A maximum of 100 returns may be imported per worksheet.
- 3) Multiple file imports per day are accepted.

### Worksheet Specifications

- 1) File type must be Microsoft Excel (.xlsx). The title of the workbook's worksheet tab must be named "MAIN."
- 2) The first row is reserved for column headings. Return data entered in Row 1 will result in a failure to import.
- 3) Do not include formulas in fields.
- 4) Do not include blank rows within your data set. A blank row is interpreted as the end of your file. Return data entered after the blank row will not be imported.
- 5) Each row represents one return.
- 6) A separate column must be used for each piece of information.
- 7) Non-currency fields should be formatted as Text.
- 8) Do not include dashes in Hawaii Tax ID Number and Federal Employer Identification Number (FEIN).
- 9) If an amount field is imported as blank, the system will process it as zero.
- 10) Amounts containing cents must contain a decimal. All amounts must be positive.

### Fields presented as Questions

- 1) The following information will be presented as questions therefore, they do not have assigned columns on the worksheet. All returns in the file must be for the same:

- a) General Excise and Transient Accommodations Tax
  - (1) Filing Period Month (G-45 and TA-1) or Tax Year Ending Month (G-49 and TA-2): January through December
  - (2) Filing Period Year (G-45 and TA-1) or Tax Year Ending Year (G-49 and TA-2): Year cannot be less than 2020 or greater than the current year
  - (3) Return Type: Original or Amended
  - (4) District (G-45 and G-49): Oahu, Maui, Hawaii, or Kauai
    - 1. Multi district returns are not supported on SFI, file individually on HTO.
- b) Withholding Tax
  - (1) Quarter Ending Month: March, June, September, or December
  - (2) Quarter Ending Year: Year cannot be less than 2020 or greater than the current year.
  - (3) Return Type: Original or Amended

### General Excise Tax

- 1) Business Activities supported by the GE SFI are:
  - a) Retailing
  - b) Services Including Professional
  - c) Transient Accommodations Rentals
  - d) Other Rentals
  - e) Interest and All Others
- 2) Hawaii Tax ID Number and LAST 4 of FEIN or SSN must be present.
- 3) Lines not supported on the worksheet but automatically calculated and presented in HTO to assist with error correction:
  - a) G-45: Line 25 (amount from Part II Line 17) and 27 (County Surcharge Tax)
  - b) G-49: Line 27 (County Surcharge Tax)
- 4) Field names that contain AMD (amended) will be displayed only when the file is marked as Amended. If amended fields are displayed for an original return it will be in error.
  - a) G-45: Column AF, VI-Total Amount. (If file is marked as original and the column AF-Total Amount field is greater than -0- it will be automatically changed to -0-).
  - b) G-49: Column AI, VI-Net Payments Made. (If file is marked as original and the column AI-Net Payments Amount field is greater than -0- automatically change it to -0-).
- 5) Schedule GE Activity fields enter activity as 8, 9, 13, 14 or 15 the information related to the Part of the return the activity is from is not required for SFI. Multiple of the same code is allowed.
  - a) G-45: worksheet columns AN, AQ, AT OR AW
  - b) G-49: worksheet columns AP, AS, AV or AY

### Transient Accommodations Tax

- 1) Hawaii Tax ID Number and LAST 4 of FEIN or SSN must be present.
- 2) Field names that contain AMD (amended) will be displayed only when the file is marked as Amended. If amended fields are displayed for an original return it will be in error.

## Worksheet Specifications

The following tables defines the column headings for each tax type supported by SFI.

### General Excise/Use Tax (G-45)

**NOTE:** If Columns D through AY are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	GE#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
8	D	II-Retailing [A]	###,###,###,###.##
8	E	II-Retailing [B]	###,###,###,###.##
8	F	II-Retailing [C]	###,###,###,###.##
9	G	II-Svc Inc Prof [A]	###,###,###,###.##
9	H	II-Svc Inc Prof [B]	###,###,###,###.##
9	I	II-Svc Inc Prof [C]	###,###,###,###.##
13	J	II-TA Rentals [A]	###,###,###,###.##
13	K	II-TA Rentals [B]	###,###,###,###.##
13	L	II-TA Rentals [C]	###,###,###,###.##
14	M	II-Other Rentals [A]	###,###,###,###.##
14	N	II-Other Rentals [B]	###,###,###,###.##
14	O	II-Other Rentals [C]	###,###,###,###.##
15	P	II-Interest and All Others	###,###,###,###.##
15	Q	II-Interest and All Others	###,###,###,###.##
15	R	II-Interest and All Others	###,###,###,###.##
17	S	II-Sum of Part 2	###,###,###,###.##
19	T	IV-CS Oahu [A]	###,###,###,###.##
19	U	IV-CS Oahu [B]	###,###,###,###.##
19	V	IV-CS Oahu [C]	###,###,###,###.##
21	W	IV-CS Hawaii [A]	###,###,###,###.##
21	X	IV-CS Hawaii [B]	###,###,###,###.##
21	Y	IV-CS Hawaii [C]	###,###,###,###.##
22	Z	IV CS-Kauai [A]	###,###,###,###.##
22	AA	IV-CS Kauai [B]	###,###,###,###.##
22	AB	IV-CS Kauai [C]	###,###,###,###.##
28	AC	VI-Total Taxes Due	###,###,###,###.##
29	AD	VI-AMD Penalty Assessed	###,###,###,###.##
29	AE	VI-AMD Interest Assessed	###,###,###,###.##
30	AF	VI-Total Amt	###,###,###,###.## Note: This field will be used for Amended returns only.
31	AG	VI-AMD Total Pymts	###,###,###,###.##
32	AH	VI-AMD Refund	###,###,###,###.##
33	AI	VI-AMD Add'l Taxes Due	###,###,###,###.##
34	AJ	VI-Late Filing Penalty	###,###,###,###.##
34	AK	VI-Late Filing Interest	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
35	AL	VI-Total Amt Due	###,###,###,###.##
37	AM	VI-Grand Total of Exemp/Ded	###,###,###,###.##
Part I	AN	Sch GE I-Activity 1	##
Part I	AO	Sch GE I-ED Code 1	###
Part I	AP	Sch GE I-Amt 1	###,###,###,###.##
Part I	AQ	Sch GE I-Activity 2	##
Part I	AR	Sch GE I-ED Code 2	###
Part I	AS	Sch GE I-Amt 2	###,###,###,###.##
Part I	AT	Sch GE I-Activity 3	##
Part I	AU	Sch GE I-ED Code 3	###
Part I	AV	Sch GE I-Amt 3	###,###,###,###.##
Part I	AW	Sch GE I-Activity 4	##
Part I	AX	Sch GE I-ED Code 4	###
Part I	AY	Sch GE I-Amt 4	###,###,###,###.##

### General Excise Tax/Use Annual Return & Reconciliation (G-49)

**NOTE:** If Columns D through BA are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	GE#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
8	D	II-Retailing [A]	###,###,###,###.##
8	E	II-Retailing [B]	###,###,###,###.##
8	F	II-Retailing [C]	###,###,###,###.##
9	G	II-Svc Inc Prof [A]	###,###,###,###.##
9	H	II-Svc Inc Prof [B]	###,###,###,###.##
9	I	II-Svc Inc Prof [C]	###,###,###,###.##
13	J	II-TA Rentals [A]	###,###,###,###.##
13	K	II-TA Rentals [B]	###,###,###,###.##
13	L	II-TA Rentals [C]	###,###,###,###.##
14	M	II-Other Rentals [A]	###,###,###,###.##
14	N	II-Other Rentals [B]	###,###,###,###.##
14	O	II-Other Rentals [C]	###,###,###,###.##
15	P	II-Int & All Others [A]	###,###,###,###.##
15	Q	II-Int & All Others [B]	###,###,###,###.##
15	R	II-Int & All Others [C]	###,###,###,###.##
17	S	II-Sum of Part 2	###,###,###,###.##
19	T	IV-CS Oahu [A]	###,###,###,###.##
19	U	IV-CS Oahu [B]	###,###,###,###.##
19	V	IV-CS Oahu [C]	###,###,###,###.##
21	W	IV-CS Hawaii [A]	###,###,###,###.##
21	X	IV-CS Hawaii [B]	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
21	Y	IV-CS Hawaii [C]	###,###,###,###.##
22	Z	IV CS-Kauai [A]	###,###,###,###.##
22	AA	IV-CS Kauai [B]	###,###,###,###.##
22	AB	IV-CS Kauai [C]	###,###,###,###.##
28	AC	VI-Total Taxes Due	###,###,###,###.##
29	AD	VI-Penalty Assessed	###,###,###,###.##
29	AE	VI-Interest Assessed	###,###,###,###.##
30	AF	VI-Total Amt	###,###,###,###.##
31	AG	VI- Total Pymts	###,###,###,###.##
32	AH	VI-AMD Cr Claimed on Orig Ret	###,###,###,###.## Note: This field will be used for Amended returns only.
33	AI	VI-Net Pymts	###,###,###,###.##
34	AJ	VI-Refund	###,###,###,###.##
35	AK	VI-Add'l Taxes Due	###,###,###,###.##
36	AL	VI-Late Filing Penalty	###,###,###,###.##
36	AM	VI-Late Filing Interest	###,###,###,###.##
37	AN	VI-Total Amt Due	###,###,###,###.##
39	AO	VI-Grand Total of Exemp/Ded	###,###,###,###.##
Part I	AP	Sch GE I-Activity 1	##
Part I	AQ	Sch GE I-ED Code 1	###
Part I	AR	Sch GE I-Amt 1	###,###,###,###.##
Part I	AS	Sch GE I-Activity 2	##
Part I	AT	Sch GE I-ED Code 2	###
Part I	AU	Sch GE I-Amt 2	###,###,###,###.##
Part I	AV	Sch GE I-Activity 3	##
Part I	AW	Sch GE I-ED Code 3	###
Part I	AX	Sch GE I-Amt 3	###,###,###,###.##
Part I	AY	Sch GE I-Activity 4	##
Part I	AZ	Sch GE I-ED Code 4	###
Part I	BA	Sch GE I-Amt 4	###,###,###,###.##

### Transient Accommodations Tax (TA-1)

**NOTE:** If Columns D through AQ are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	TA#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
1	D	I-TA Oahu Gross [A]	###,###,###,###.##
1	E	I-TA Oahu Ex/Ded [B]	###,###,###,###.##
1	F	I-TA Oahu Taxable [C]	###,###,###,###.##
2	G	I-TA Maui Gross [A]	###,###,###,###.##
2	H	I-TA Maui Ex/Ded [B]	###,###,###,###.##



Return Line or Section	Column	Field	Field Specifications
2	I	I-TA Maui Taxable [C]	###,###,###,###.##
3	J	I-TA Hawaii Gross [A]	###,###,###,###.##
3	K	I-TA Hawaii Ex/Ded [B]	###,###,###,###.##
3	L	I-TA Hawaii Taxable [C]	###,###,###,###.##
4	M	I-TA Kauai Gross [A]	###,###,###,###.##
4	N	I-TA Kauai Ex/Ded [B]	###,###,###,###.##
4	O	I-TA Kauai Taxable [C]	###,###,###,###.##
5	P	II-TSO Oahu	###,###,###,###.##
6	Q	II-TSO Maui, Mol, Lan	###,###,###,###.##
7	R	II-TSO Hawaii	###,###,###,###.##
8	S	II-TSO Kauai	###,###,###,###.##
9	T	III-Total Taxable	###,###,###,###.##
11	U	III-Total Taxes Due	###,###,###,###.##
12	V	IV-AMD Penalty Assessed	###,###,###,###.##
12	W	IV- AMD Interest Assessed	###,###,###,###.##
13	X	IV-AMD Total Amt	###,###,###,###.##
14	Y	IV-AMD Pymts	###,###,###,###.##
15	Z	IV-AMD Refund	###,###,###,###.##
16	AA	IV-AMD Add'l Tax Due	###,###,###,###.##
17	AB	V-Late File Penalty	###,###,###,###.##
17	AC	V-Late File Interest	###,###,###,###.##
18	AD	V-Total Amt Due	###,###,###,###.##
Part VI	AE	VI-E/D District 1	#
Part VI	AF	VI-E/D Code 1	###
Part VI	AG	VI-E/D Amt 1	###,###,###,###.##
Part VI	AH	VI-E/D District 2	#
Part VI	AI	VI-E/D Code 2	###
Part VI	AJ	VI-E/D Amt 2	###,###,###,###.##
Part VI	AK	VI-E/D District 3	#
Part VI	AL	VI-E/D Code 3	###
Part VI	AM	VI-E/D Amt 3	###,###,###,###.##
Part VI	AN	VI-E/D District 4	#
Part VI	AO	VI-E/D Code 4	###
Part VI	AP	VI-E/D Amt 4	###,###,###,###.##
Part VI	AQ	VI-Total Exemp/Ded	###,###,###,###.##

## Transient Accommodations Tax Annual Return and Reconciliation (TA-2)

**NOTE:** If Columns D through AV are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	TA#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters

Return Line or Section	Column	Field	Field Specifications
1	D	I-TA Oahu Gross [A]	###,###,###,###.##
1	E	I-TA Oahu Ex/Ded [B]	###,###,###,###.##
1	F	I-TA Oahu Taxable [C]	###,###,###,###.##
2	G	I-TA Maui Gross [A]	###,###,###,###.##
2	H	I-TA Maui Ex/Ded [B]	###,###,###,###.##
2	I	I-TA Maui Taxable [C]	###,###,###,###.##
3	J	I-TA Hawaii Gross [A]	###,###,###,###.##
3	K	I-TA Hawaii Ex/Ded [B]	###,###,###,###.##
3	L	I-TA Hawaii Taxable [C]	###,###,###,###.##
4	M	I-TA Kauai Gross [A]	###,###,###,###.##
4	N	I-TA Kauai Ex/Ded [B]	###,###,###,###.##
4	O	I-TA Kauai Taxable [C]	###,###,###,###.##
5	P	II-TSO Oahu	###,###,###,###.##
6	Q	II-TSO Maui, Mol, Lan	###,###,###,###.##
7	R	II-TSO Hawaii	###,###,###,###.##
8	S	II-TSO Kauai	###,###,###,###.##
9	T	III-Total Taxable	###,###,###,###.##
11	U	III-Total Taxes Due	###,###,###,###.##
12	V	IV-Penalty Assessed	###,###,###,###.##
12	W	IV-Interest Assessed	###,###,###,###.##
13	X	IV-Total Amt	###,###,###,###.##
14	Y	IV-Pymts Less Refunds	###,###,###,###.##
15	Z	IV-AMD Cr on Orig Ret	###,###,###,###.##
16	AA	IV-Net Pymts	###,###,###,###.##
17	AB	IV-Refund	###,###,###,###.##
18	AC	IV-Add'l Taxes Due	###,###,###,###.##
19	AD	V-Penalty	###,###,###,###.##
19	AE	V-Interest	###,###,###,###.##
20	AF	V-Total Amt Due	###,###,###,###.##
Part VII-1	AG	VII-Gross Rental or Rental Proceeds	###,###,###,###.##
Part VII-2	AH	VII-GE Visibly Passed On	###,###,###,###.##
Part VII-3	AI	VII-Gross Proceeds	###,###,###,###.##
Part VI	AJ	VI-E/D District 1	#
Part VI	AK	VI-E/D Code 1	###
Part VI	AL	VI-E/D Amt 1	###,###,###,###.##
Part VI	AM	VI-E/D District 2	#
Part VI	AN	VI-E/D Code 2	###
Part VI	AO	VI-E/D Amt 2	###,###,###,###.##
Part VI	AP	VI-E/D District 3	#
Part VI	AQ	VI-E/D Code 3	###
Part VI	AR	VI-E/D Amt 3	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
Part VI	AS	VI-E/D District 4	#
Part VI	AT	VI-E/D Code 4	###
Part VI	AU	VI-E/D Amt 4	###,###,###,###.##
Part VI	AV	VI-Total Exemp/Ded	###,###,###,###.##

### Withholding Tax (HW-14)

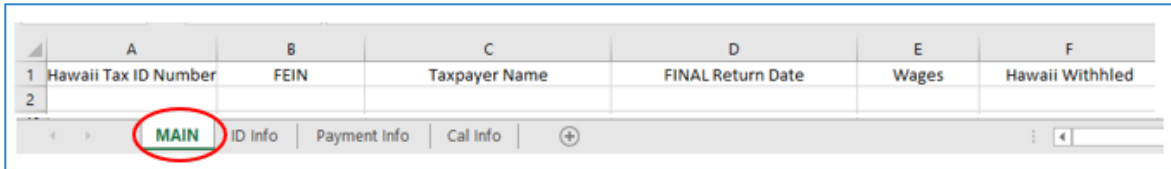
**NOTE:** If Columns E through L are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	WH#####
Header	B	FEIN	#####
Header	C	Taxpayer Name	Limit to 75 characters
n/a	D	FINAL Return Date	MM – YY – YYYY
1	E	Wages	##,###,###,###.##
2	F	Hawaii Withheld	##,###,###,###.##
3	G	Payment Made	##,###,###,###.##
4	H	Refund	##,###,###,###.##
5	I	Taxes Due	##,###,###,###.##
6	J	Late Filing Penalty	##,###,###,###.##
6	K	Late Filing Interest	##,###,###,###.##
7	L	Total Due	##,###,###,###.##

## Importing Your File

Below is a step-by-step instruction on how to import a workbook. If a workbook is imported and not submitted and another workbook is imported, the first import will be overwritten.

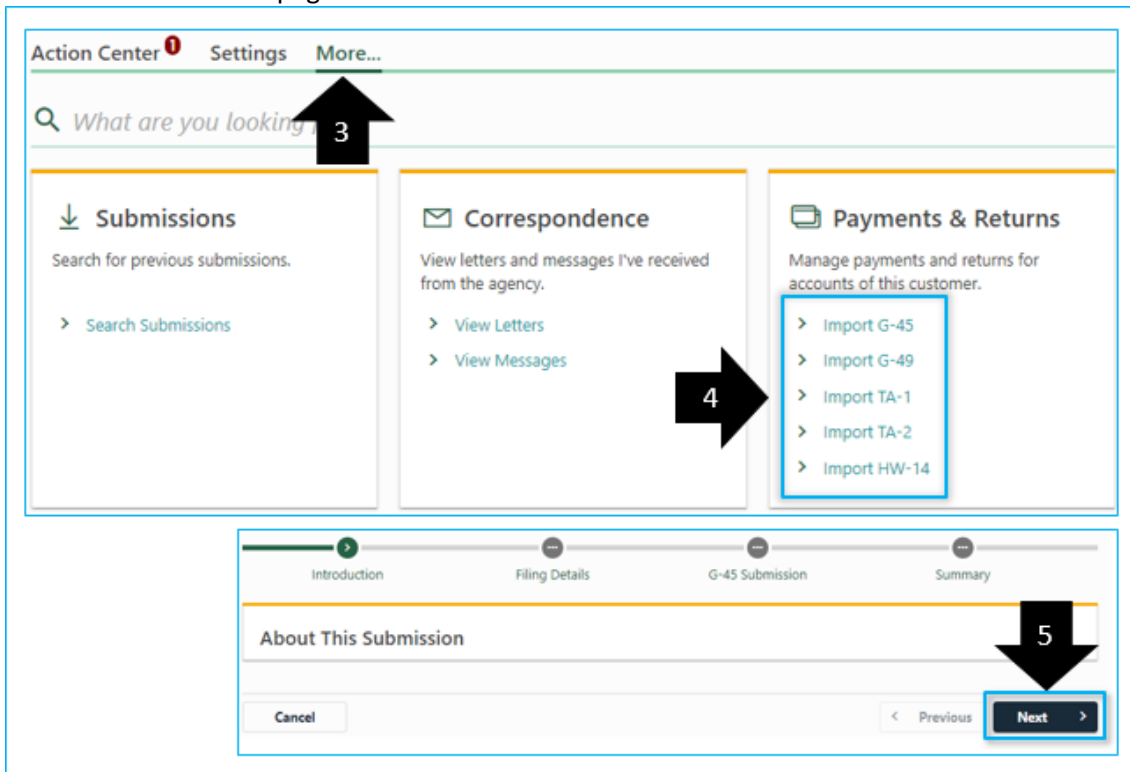
Various worksheet tabs are allowed in a workbook, however, the worksheet tab with the return data must be named MAIN.



	A	B	C	D	E	F
1	Hawaii Tax ID Number	FEIN	Taxpayer Name	FINAL Return Date	Wages	Hawaii Withheld
2						

The screenshot shows an Excel spreadsheet with columns A through F. Row 1 contains headers: 'Hawaii Tax ID Number', 'FEIN', 'Taxpayer Name', 'FINAL Return Date', 'Wages', and 'Hawaii Withheld'. Row 2 is empty. Below the spreadsheet, the 'MAIN' worksheet tab is highlighted with a red circle.

- 1) Create a .xlsx file for import.
- 2) Log on to your Hawaii Tax Online account.
- 3) From the Homepage, select the **More...** tab.
- 4) From the Payment & Returns tile, select the appropriate Import hyperlink (**G-45, G-49, TA-1, TA-2, or HW-14**).
- 5) From the Introduction page select **Next**.



The screenshot shows the Hawaii Tax Online interface. At the top, there are tabs for 'Action Center', 'Settings', and 'More...'. A search bar is below the tabs. The main content area has three tiles: 'Submissions', 'Correspondence', and 'Payments & Returns'. The 'Payments & Returns' tile is highlighted with a blue box and contains a list of import options: 'Import G-45', 'Import G-49', 'Import TA-1', 'Import TA-2', and 'Import HW-14'. Below the tiles is a progress bar with four steps: 'Introduction', 'Filing Details', 'G-45 Submission', and 'Summary'. The 'Introduction' step is active. Below the progress bar is a section titled 'About This Submission' with a 'Cancel' button and 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a blue box.

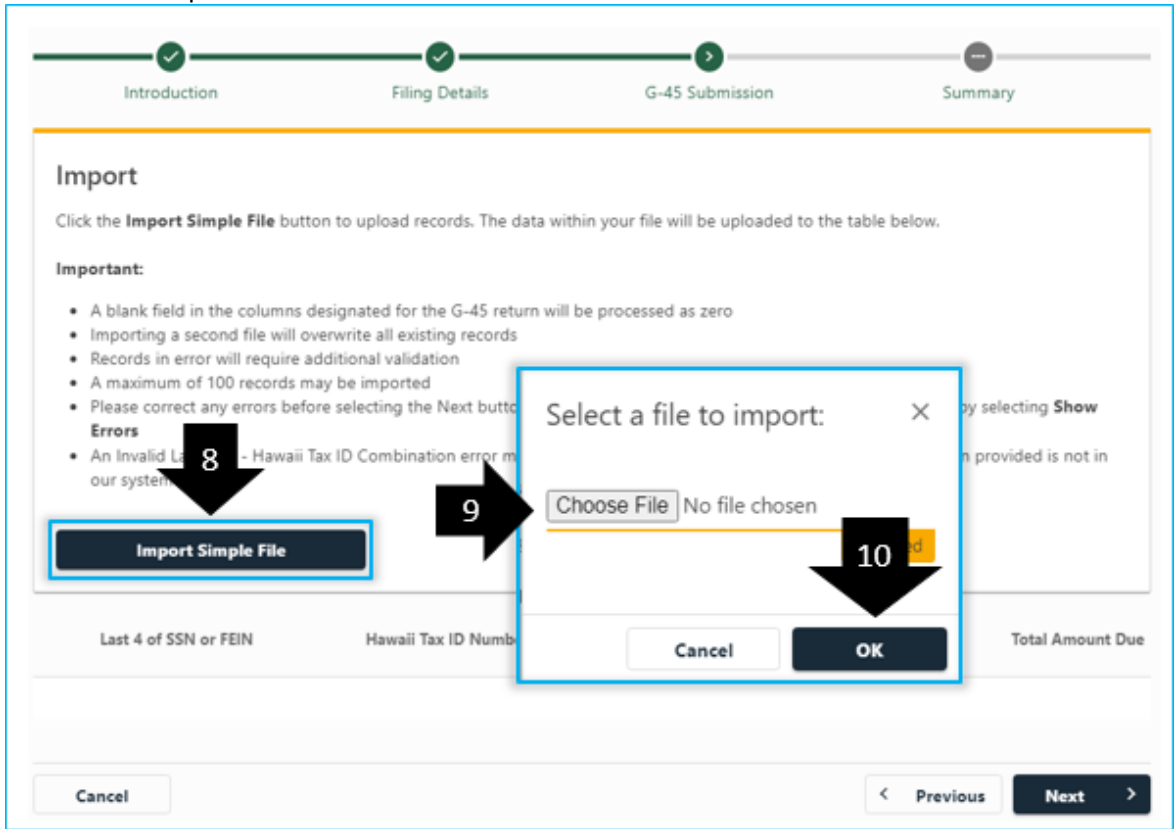
- 6) Select or Enter the appropriate filing information.
  - a) All returns on the worksheet must be for the same Filing Period and Return Type.
  - b) The year cannot be less than 2020 or greater than the current year.
  - c) Multiple District GE returns are not supported.
- 7) Select **Next**.



The screenshot shows a multi-step process with four stages: Introduction, Filing Details, G-45 Submission, and Summary. The 'Filing Details' stage is active. The 'Return Information' section contains three columns of required fields:

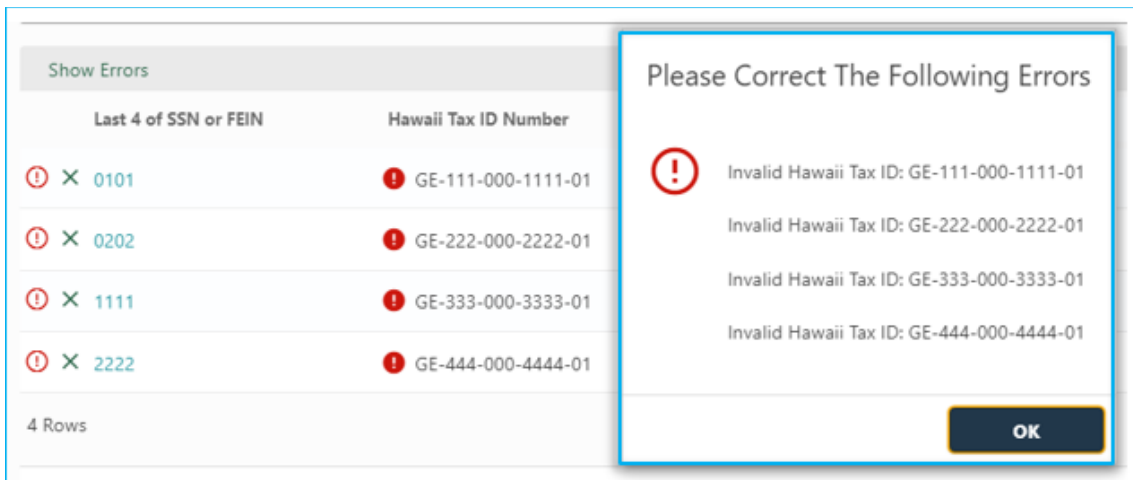
- Column 1 (for GE):** Filing Period Month, Filing Period Year, Return Type, and District.
- Column 2 (for TA):** Filing Period Month, Filing Period Year, and Return Type.
- Column 3 (for WH):** Quarter Ending Month, Quarter Ending Year, and Return Type.

Annotations include arrows labeled '6' pointing to the first three columns and an arrow labeled '7' pointing to the 'Next' button. The 'Next' button is highlighted with a blue border.

- 8) Select **Import Simple File**.
- 9) **Choose File**.
- 10) Select **OK** to import.



**Note:** After Import; you may see these symbols  . See [Errors After File Import](#) section for additional information.



11) After correcting all errors, select **Next** to submit your file.

**Import**

Click the **Import Simple File** button to upload records. The data within your file will be uploaded to the table below.

**Important:**

- A blank field in the columns designated for the G-45 return will be processed as zero
- Importing a second file will overwrite all existing records
- Records in error will require additional validation
- A maximum of 100 records may be imported
- Please correct any errors before selecting the Next button. Records in error can be found from the G-45 Detail tab by selecting **Show Errors**
- An Invalid Last 4 ID - Hawaii Tax ID Combination error means that the FEIN/SSN/ITIN and Hawaii Tax ID combination provided is not in our system

**Import Simple File**

Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
✕ 1111	GE-109-618-7904-01	Taxpayer A	450.00
✕ 2222	GE-163-305-8816-01	Taxpayer B	900.00
✕ 3333	GE-184-464-1792-01	Taxpayer C	1,350.00
✕ 4444	GE-193-809-6128-01	Taxpayer D	1,800.00
4 Rows			4,500.00

Cancel < Previous **Next** >

12) Review the information presented on the Summary page before selecting **Submit**.

**Submission Details**

Period End Date : Jun-30-2022

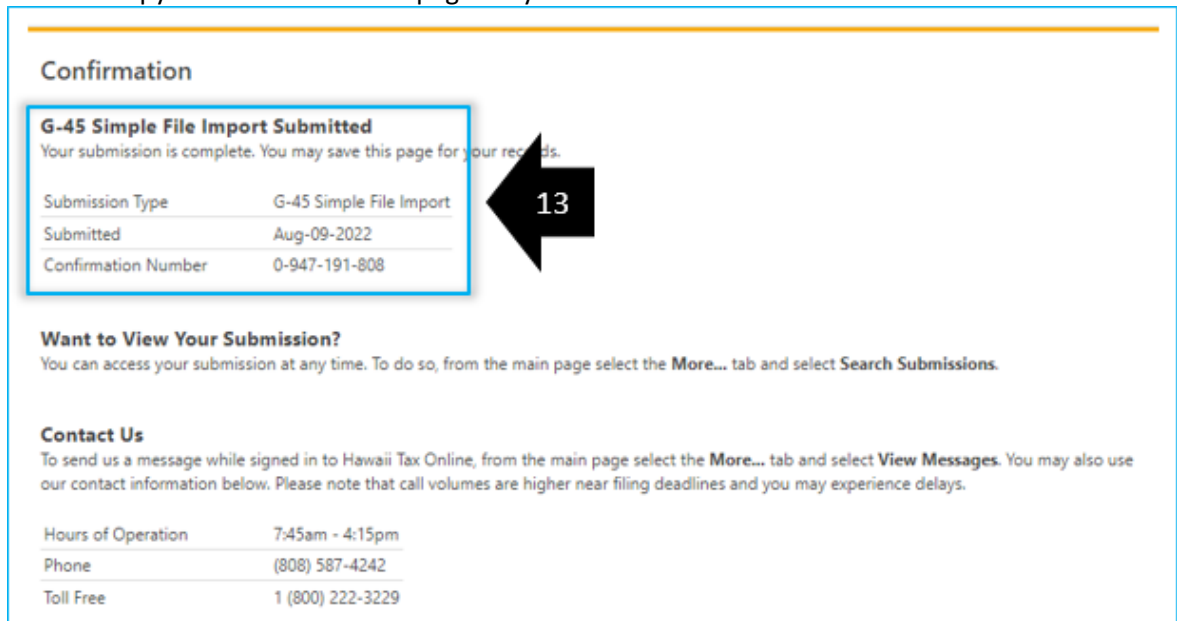
Return Type : Original

Number of Returns Included : 4

Once submitted, you will **not** be able to edit the data.

Cancel < Previous **Submit**

13) Retain a copy of the Confirmation page for your records.



**Confirmation**

**G-45 Simple File Import Submitted**  
Your submission is complete. You may save this page for your records.

Submission Type	G-45 Simple File Import
Submitted	Aug-09-2022
Confirmation Number	0-947-191-808

**Want to View Your Submission?**  
You can access your submission at any time. To do so, from the main page select the **More...** tab and select **Search Submissions**.

**Contact Us**  
To send us a message while signed in to Hawaii Tax Online, from the main page select the **More...** tab and select **View Messages**. You may also use our contact information below. Please note that call volumes are higher near filing deadlines and you may experience delays.


Hours of Operation	7:45am - 4:15pm
Phone	(808) 587-4242
Toll Free	1 (800) 222-3229

## Errors After File Import

### Error Types

- 1) Calculation: Any mathematical or calculation error.
- 2) Format: Incomplete or incorrect formatting of data in a cell.
- 3) Identification(ID) Number Validation: Any combination of the Hawaii Tax ID Number and last four of FEIN or SSN do not exist in our system.

Calculation and Format errors will present immediately after import. ID errors will present after selecting **Next** and will not allow navigation to the next screen.

Return with error will be identified by 

### Error Correction Options

- 1) Directly on HTO (errors corrected on HTO will not be reflected in your worksheet); or
- 2) In the return worksheet. You will need to reimport the corrected file, which will override the previously imported file.

### Format and Calculation errors

- 1) Correct all errors before selecting **Next** (If next is selected; it will trigger the ID Number errors).
  - a) Select **Show Errors**, returns with errors will be displayed.
  - b) Select the Last 4 of SSN or FEIN of the returns to view filing details.



- 2) When all format and calculation errors are corrected, select **Next**. This will trigger the ID Number validation edits. If no errors are found, you will be taken to the Summary screen.

The screenshot displays a table of tax returns with the following columns: Last 4 of SSN or FEIN, Hawaii Tax ID Number, Taxpayer Name, and Total Amount Due. A red banner at the top right states "Total Amount Due must equal 0".

Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
0101	GE-092-746-5472-01	Joe Aloha	45.00
0202	GE-200-120-7296-01		90.00
111	GE-063-130-8288-01	Aloha Store	135.00
2222	GE-094-542-2336-11	Hawaii Staycation	180.00
4 Rows			450.00

An error dialog box is displayed with the message: "Please Correct The Following Error" and "Invalid Hawaii Tax ID: GE-094-542-2336-11".

Navigation buttons include "Cancel", "Previous", and "Next".

## Self-Testing

You may conduct self-testing once you receive your approval email. Log on to HTO and import a file as shown in the [Importing Your File](#) section. Calculation and format errors will be displayed immediately, select next to identify ID number validation errors. There is no limitation on self-testing.

**REMINDER: Select CANCEL (DO NOT SUBMIT file until ready to post returns to your clients DOTAX account)**

## Payment Options

In addition to payment by paper check, two electronic payment methods can be used to pay a tax balance when submitting a return via SFI. Each return submitted via SFI will need its own payment if there is a tax balance.

### Electronic Payment Methods

#### HTO

- 1) Logged on – Access to each client’s HTO account is required. Once entered, payment information can be saved for future use.
- 2) Non-Logged on – Access to each client’s HTO account is not required. You will need to key all required information for each payment submitted.

#### ACH Credit Method

A taxpayer must authorize their bank to debit their account for the purpose of making a tax payment. Have your clients inquire with their financial institution to allow tax payments to credit to the Hawaii Department of Taxation. Information on how to set up EFT ACH Credit payments can be found at <https://tax.hawaii.gov/eservices>.

### Paper Check

- 1) Your clients may pay by paper check separately. Visit <https://tax.hawaii.gov/> to download our Tax Payment Voucher Form VP-1. A Completed voucher and check must be submitted for each taxpayer individually.
  - a) One check for more than one taxpayer account or lack of inclusion of a voucher may result in payment posting being delayed or rejected. One paper check for all SFI returns submitted is not allowed.